# Community Corrections Quarterly Report and Resource Manual

## Procedural Bulletin # 2

## Purpose

To establish guidelines for the submission of the required Community Corrections Quarterly Data Files

## Submission Process

Each Community Corrections entity will submit files covering the information and formatting specified in the most recent Community Corrections Quarterly Report Resource Manual (below).

Data will be for all funding types (Pre-1006 and Post-1006).

- Files must be submitted no later than the close of business on the 5th day following the close of a quarter (January 5th, April 5th, July 5th, and October 5th).
- If the files cannot be submitted during this timeframe, the entity must contact the Community Corrections Research Division personnel and their assigned Program Director.
- Information will be submitted electronically via Syncplicity.
- It is the entity's responsibility to verify, before the 1st day after the close of a quarter that access to Syncplicity is granted in order to submit on time.
- Files will not be accepted via any other data transmission method and will be counted late/missing if they are submitted in any other method than Syncplicity.
- It is the entity's responsibility to verify that the files were transferred successfully.

## File Specifications

- Eight (8) comma delimitated (.csv) files will be submitted for each entity.
- File Names:
    - CountyMonthCYYYYYTABLENAME (i.e. Adams01CY2015TI)
    - County is the County/Regional name
    - If there are names with spaces please do not include the spaces (i.e. Hoosier Hills = HoosierHills)
    - Please do not have _Tbl in the file name
- Month is the two digit representation of the month the report is due (01, 04, 07, 10).
- CY is a place holder for calendar year and should always remain CY.
- YYYY is the four digit representation of the calendar year the report is being submitted (i.e. 2015).
    - Please note this is not the fiscal year.

- TABLENAME is the specific name of the information being submitted.
  - AS = Assessment Information
  - CI = Commitment Information
  - CT = Level Of Supervision Information
  - ED = Education Information
  - EM = Employment Information
  - OI = Participant Information
  - SI = Sentence Information
  - TI = Treatment/Program Information
- All files must include data for as far back as the entity's case management system can pull.

## Accuracy of the Data

Each entity is responsible for the verification and accuracy of the .csv files. This includes checking that the information presented is correct and in the proper formatting (including data alignment in columns). Inaccurate or incomplete data may be considered during funding recommendations. Continued non-compliance of the data may result contract non-compliance under Procedural Bulletin 2-5.

# INDIANA DEPARTMENT OF CORRECTION:
## COMMUNITY CORRECTIONS QUARTERLY DATA COLLECTION RESOURCE MANUAL

## Contents

# SECTION I: DATA SUBMISSION SPECIFICATIONS

Quarterly data files have transactional data pertaining to all participant information, current and historical, for the listed requirements in this manual. Each quarter new files will be submitted covering data for as far back as your system can pull, providing an up-to-date view of the participant information.

    a.  The format/structure of these data pushes is detailed in the Table Structure section of this resource manual.

    b.  Each table's information will be submitted in a separate file

    c.  This information should be for all of your case management system history **NOT** only the current quarter.

Quarterly data files <u>must</u> be submitted on or before the fifth day after the closing of a quarter. Due dates are regulated by statute and cannot be changed.

    d.  Dates

- January 5<sup>th</sup>
- April 5<sup>th</sup>
- July 5<sup>th</sup>
- October 5<sup>th</sup>

Files need to be in a comma delimitated .csv format.

File names should be formatted as

    e.  Quarterly

- <u>CountyMonth</u>CY<u>YYYYTABLENAME</u> (i.e. Adams01CY2015TI)
  - ➢ County is the County/Regional name
    - ⬥ If there are names with spaces please do not include the spaces (i.e. Hoosier Hills = HoosierHills)
    - ⬥ Please do not have _Tbl in the file name
  - ➢ Month is the two digit representation of the month the report is due (01, 04, 07, 10)
  - ➢ CY is a place holder for calendar year and should always remain CY
  - ➢ YYYY is the four digit representation of the calendar year the report is being submitted (i.e. 2015)
    - ⬥ Please note this is not the fiscal year the report is for
  - ➢ TABLENAME is the specific name of the information being submitted.
    - ⬥ AS = Assessment Information
    - ⬥ CI = Commitment Information
    - ⬥ CT = Level Of Supervision Information
    - ⬥ ED = Education Information
    - ⬥ EM = Employment Information
    - ⬥ OI = Participant Information
    - ⬥ SI = Sentence Information
    - ⬥ TI = Treatment/Program Information

# SECTION II: TERMINOLOGY DEFINITIONS

For the purposes of this document, the following terms are defined as:

1. **Participant**
   a. An individual who has been or is being supervised by a legal entity.

   **Commitment Period**
   b. The date range a participant is supervision by your Community Corrections agency. If the individual leaves the supervision of your agency (i.e. Medical, Escape, Transfer, etc.) the commitment period is considered completed.

   **Supervision Period**
   c. The date range an individual is supervised by any legal entity regardless if the case is single, concurrent, or consecutive.

   **Treatment**
   d. A therapeutic plan treating Substance Abuse and/or Mental Health under the guidance of a certified or licensed practitioner

   **Program**
   e. Clients participating in anything curriculum based, structured, or self-help oriented.
      - Thinking For A Change, MRT, etc.

   **Service**
   f. Everyday activities your agency provides to clients
      - Referrals, Assessments, Weekly Case Plan Meetings, etc.

   **Level Of Supervision**
   g. An assigned monitoring category for a client
      - Home Detention, Day Reporting, Forensic Diversion, etc.

   **Open Placement**
   h. Individuals who are moved within your agency due to behavior not sentence modification.

   **Sentence Stay**
   i. A completion type used to indicate a sentence has been stopped, but still needs to be open.
      - ➢ This can occur with extended hospital stays, ICE, etc.

   **Employment**
   j. A source of income where the individual is working outside of their place of residence and pays taxes on their income.

# SECTION III: DEMOGRAPHICS & INTAKE

1. **County Code** - This is a unique identifier, composed of two numbers, that marks your information as being from your agency. This is the county number used by the BMV to identify license plates (i.e. Marion County = **49**, Monroe = **53**, Johnson = **41**, and Tippecanoe = **79**).

   a. *Regional Community Corrections agencies, should use the participant's county of conviction*
   b. *This number should never be blank*
   c. *Data Entry Specifications:*
      - This should be numerical displaying two digits (i.e. **01**)
      - There should not be any spaces
      - There should not be any punctuation marks
      - There should not be any return/new line characters
   d. *Required Export Column Name:*
      - **COUNTYCODE**

   **DOC Number** - The participant's Indiana Department of Correction number, if applicable.
   e. *This number should be blank when:*
      - The participant has never been admitted to the Indiana Department Of Corrections
   f. *Data Entry Specifications:*
      - This should be numerical only
      - There should not be any spaces
      - There should not be any punctuation
      - There should not be any return/new line characters
      - If the number has leading zeros they must be present
   g. *Required Export Column Name:*
      - **DOCNUM**

   **First Name** - A participant's legal first name, as shown in agency file.
   h. *This field should never be blank*
   i. *Data Entry Specifications:*
      - Should not have quotation (") marks, commas (,), or apostrophes (') or any other punctuation marks except hyphens (-) when a first name is hyphenated
      - Names should not include nicknames
      - There should not be any return/new line characters
      - Should be in all capital letters
   j. *Required Export Column Name:*
      - **FIRSTNAME**

4. **Last Name** - A participant's legal last name, as shown in agency file.
    a. *This field should never be blank*
    b. *Data Entry Specifications:*
        - Should not have quotation (") marks, commas (,), or apostrophes (') or any other punctuation marks except a hyphen (-) for hyphenated last names
        - Names should not include nicknames
        - There should not be any return/new line characters
        - Should be in all capital letters
    c. *Required Export Column Name:*
        - **LASTNAME**

**Middle Initial** - A participant's middle initial, as shown in the agency file.
    d. *Field should be blank when:*
        - The participant does not have a middle name
    e. *Data Entry Specifications:*
        - Should not have quotation (") marks, commas (,), or apostrophes (') or any other punctuation marks
        - Names should not include nicknames
        - There should not be any return/new line characters
        - Should be one character in length
        - Should be in all capital letters
        - Should be the first letter of the middle name
    f. *Required Export Column Name:*
        - **MI**

**Social Security Number** - A participant's <u>complete</u> Social Security Number, **with dashes** (i.e. 123-45-6789).
    g. This information will be used to calculate recidivism rates and gather employment information (with the aid of the Department of Workforce Development), after Community Corrections commitment completion, to comply with HB 1006 requirements
    h. *This field should never be blank*
        - If the Social Security Number is unknown, the participant has an Alien status, or the participant does not have a Social Security Number:
            - Social Security Numbers for these individuals should be submitted as zeros (i.e. 000-00-0000)
    i. *Data Entry Specifications:*
        - Should not have quotation (") marks, spaces ( ), commas (,), or apostrophes (') or other punctuation marks
        - There should not be any return/new line characters
        - Should be nine digits long **with** two hyphens (-)
    j. *Required Export Column Name:*
        - **SSN**

**Sex** - A participant's sex is represented as a one letter variable. Note that sex is different than gender.  Gender is the sexual identity of an individual where as the sex are the physical characteristics (biological makeup on birth certificate) of that person.

    k. *Options:*
- *M* - Male
- *F* - Female

    l. *This field should never be blank*

    m. *Data Entry Specifications:*
- Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
- There should not be any return/new line characters
- Should be one character long
- Should be in all capital letters

    n. *Required Export Column Name:*
- **SEX**

**Gender** - A participant's gender is indentified as a one letter variable. Note that gender is different than sex.  Gender is the sexual identity of an individual where as the sex are the physical characteristics (biological makeup on birth certificate) of that person.

    o. *Options:*
- *M* - Male
- *F* – Female
- *T* – Transgender

    p. *This field should never be blank*

    q. *Data Entry Specifications:*
- Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
- There should not be any return/new line characters
- Should be one character long
- Should be in all capital letters

    r. *Required Export Column Name:*
- **GENDER**

**Race** - A one to two letter variable representing a participant's race. Race is defined as a group of people who share similar and distinct physical characteristics.

- s. *Options:*
  - **AI** - American Indian or Alaska Native
    - ➢ Refers to a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
  - **AS** - Asian-Race is Far East, Southeast Asia, or the Indian subcontinent
    - ➢ Refers to a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
  - **B** - Black/African American
    - ➢ *Refers to a person having origins in any of the Black racial groups of Africa* (African American, Kenyan, Nigerian, Haitian)
  - **MR** - Mixed Race
  - **O** - Other
    - ➢ Race is not any of the above or unknown
  - **PI** - Native Hawaiian/Pacific Islander
    - ➢ *Refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.*
  - **W** – White
    - ➢ *Refers to a person having origins in any of the original peoples of Europe, the Middle East, or North Africa***.**
- t. *This field should never be blank*
- u. *Data Entry Specifications:*
  - Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
  - There should not be any return/new line characters
  - Should be two characters long
  - Should be in all capital letters
- v. *Required Export Column Name:*
  - **RACE**

**Ethnicity** - A participant's ethnicity is a one letter variable used to identify ethnicity. Ethnicity can be viewed as the heritage, nationality group, lineage, or county of birth of the person or person's parents or ancestors before their arrival in the United States. People who identify their origin as Hispanic, Latino, or Spanish may be any race.

    w. *Options:*
- *H* – Hispanic or Latino
- *N* - Non-Hispanic

    x. *This field should never be blank*

    y. *Data Entry Specifications:*
- Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
- There should not be any return/new line characters
- Should be one character long
- Should be in all capital letters

    z. *Required Export Column Name:*
- **ETHNICITY**

**Citizen** - A participant's citizenship status is a one letter variable used to identify if the participant is a US citizen.

    aa. *Options:*
- *Y* - Yes
  - ➤ Include those who have been naturalized
- *N* - No
  - ➤ Include those who do not have a US citizenship

    bb. *This field should never be blank*

    cc. *Data Entry Specifications:*
- Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
- There should not be any return/new line characters
- Should be one character long
- Should be in all capital letters

    dd. *Required Export Column Name:*
- **CITIZEN**

**Date of Birth** - A participant's verified date of birth, formatted MM/DD/YYYY (i.e. 01/01/1902).

    ee. *This field should never be blank*

    ff. *Data Entry Specifications:*
- Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks except forward slashes (/)
- There should not be any return/new line characters
- Should have a two digit month, a forward slash (/), a two digit day, a forward slash (/), followed by a four digit year
- Should not have a timestamp

    gg. *Required Export Column Name:*
- **DOB**

**Veteran** - A single letter variable reflecting whether the participant has a history of program in the military.  If there is no documentation, then self-reporting can substitute.

      hh. *Options:*

- *Y* - Yes
- *N* – No

      ii. *This field should not be blank*

      jj. *Data Entry Specifications:*

- Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
- There should not be any return/new line characters
- Should be one character in length
- Should be in all capital letters

      kk. *Required Export Column Name:*

- **VETERAN**

# SECTION IV: EDUCATION

**Education Level** - This two-digit code representing the participant's highest level of education completed. All changes to education level should be recorded as follows:

 ll. *Options:*
- 13 – Primary School (Kindergarten through 6th Grade)
- 14 – Secondary School (7th Grade through 12th Grade, includes HSE)
- 15 -  Vocational School
- 16 – Post Secondary (Bachelors, Masters, etc.)

 mm.   *This field should never be blank*

 nn. *Data Entry Specifications:*
- Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
- Should be a two digit number

 oo. *Required Export Column Name:*
- **EDULVL**


**Education Date** - The date a participant's education level is recorded/changed, formatted MM/DD/YYYY (i.e. 01/01/1902). All changes should be tracked.

 pp. *This field should never be blank*
- If this is not known please enter the date of intake when this information was collected

 qq. *Data Entry Specifications:*
- Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks except forward slashes (/)
- There should not be any return/new line characters
- Should have a two digit month, a forward slash (/), a two digit day, a forward slash (/), followed by a four digit year
- Should not have a timestamp

 rr. *Required Export Column Name:*
- **EDUDT**

# SECTION V: EMPLOYMENT

(*Please Note: Employment for this section is defined as a source of income where the individual is working outside of their place of residence and pays taxes on their income.)

**Employment Restrictions** - Did the participant have any restrictions preventing them from having employment (i.e. Medical), or has a status that does not require employment or restricts them to partial employment (Full time college student, retired Social Security, Full Disability, etc.)

- ss. *Options:*
    - *Y* - Yes
    - *N* - No
- tt. *This field should not be blank:*
    - If a participant does not have employment they may not be included in this table
- uu. *Data Entry Specifications:*
    - Should not have quotation (") marks, spaces ( ), commas (,), or apostrophes (') or other punctuation marks
    - There should not be any return/new line characters
    - Should be one character in length
    - Should be in all capital letters
- vv. *Required Export Column Name:*
    - **EMPREST**

**Employment Start Date** - The initial start date of employment. If the participant is employed when arriving, this would be the date they started working at their current employer. Employment Start Date should be formatted as MM/DD/YYYY (i.e. 01/01/2009).

- ww. *All employment start dates should be recorded*
- xx. *This field should never be blank:*
    - If a participant does not have employment they may not be included in this table
    - If an individual has an employment restriction, and is included in this table, please enter the date the restriction was determined/occurred
- yy. *Data Entry Specifications:*
    - Should not have quotation (") marks, spaces ( ), commas (,), or apostrophes (') or other punctuation marks except forward slashes (/)
    - There should not be any return/new line characters
    - Should have a two digit month, a forward slash (/), a two digit day, a forward slash (/), followed by a four digit year
    - Should not have a timestamp
- zz. *Required Export Column Name:*
    - **EMPSTDT**

18. **Employment End Date** - The end date of employment, formatted as MM/DD/YYYY (i.e. 01/01/2010).
    a. *All employment end dates should be recorded unless the individual is still employed*
    b. *This field should never be blank:*
        - A participant never leaves the current employment while under supervision
        - If a participant does not have employment they may not be included in this table
    c. *Data Entry Specifications:*
        - Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks except forward slashes (/)
        - There should not be any return/new line characters
        - Should have a two digit month, a forward slash (/), a two digit day, a forward slash (/), followed by a four digit year
        - Should not have a timestamp
    d. *Required Export Column Name:*
        - **EMPENDDT**

**Employer Name** - The name of the employer the participant works for.
    e. *All employer names should be recorded*
    f. *This field should be blank when:*
        - A participant has not had employment previously
        - If restrictions are preventing them from having employment please enter Unemployed in this field
    g. *Data Entry Specifications:*
        - Should not have quotation (") marks  or commas (,)
        - There should not be any return/new line characters
        - Should be in all capital letters
    h. *Required Export Column Name:*
        - **EMPNAME**

# SECTION VI: COMMUNITY CORRECTIONS COMMITMENT

**IC Code** - Indiana code specific to the offense committed for which the participant is being supervised. (Example:  11-12-2-1).

   i.   *All cases should be tracked for each participant*
   j.   *This field should never be blank*
   k.   *Only one IC Code should be listed per table entry*
   - *Please enter all IC Codes for the participant*
   l.   *Data Entry Specifications:*
   - Should not have quotation (") marks, semi colons (;), commas (,), spaces ( ) or apostrophes (')
   - There should not be any return/new line characters
   - Should not have IC at the start of the entry
   - Should be numeric
   m.   *Required Export Column Name:*
   - **OFFIC**

**Offense Case Number** - The County Case Number used to identify the charges for the IC Code referenced in #**20**. (i.e. 33C501204FD000234)

   n.   *All case numbers should be recorded*
   o.   *This field should never be blank*
   p.   *Data Entry Specifications:*
   - Should not have quotation (") marks, spaces ( ), commas (,),  hyphens (-) or apostrophes (') or other punctuation
   - There should not be any return/new line characters
   - Should be a combination of letters and numbers
   - All letters should be capitalized
   q.   *Required Export Column Name:*
   - **OFFCAUS**

**Commitment Offense Level** - A one or two letter variable representing the offense level of the corresponding IC Code referenced in #**20**.

   r.   *Options:*
   - *MR* - Murder
   - *L1* - Level 1
   - *FA* - A Felony
   - *L2* - Level 2
   - *L3* - Level 3
   - *FB* - B Felony
   - *L4* - Level 4
   - *L5* - Level 5
   - *FC* - C Felony
   - *L6*  - Level 6
   - *FD* - D Felony
   - *MA* - A Misdemeanor

- *MB* - B Misdemeanor
- *MC* - C Misdemeanor
- *EX* - Expunged
- *IN* - Infraction
- *CH* - CHINS (juvenile ONLY)
  - ➢ Juvenile in need of service as determined by the Court
- *PP* - Pre-adjudication Court Pending (juvenile ONLY)
  - ➢ A juvenile pending a dispositional hearing
- *PA*- Post-adjudication
  - ➢ A juvenile is guilty of committing a delinquent act
- *SO* – Status Offense (juvenile ONLY)
  - ➢ A juvenile offenses not categorized as a felony or misdemeanor
- *PT* - Pretrial
  - ➢ Participant is awaiting sentencing; participant has not yet been charged
- *CC* – Contempt of Court
  - ➢ An individual found in Contempt of Court
- *CV* – Civil Offense
  - ➢ Participant is charged with a civil offense (i.e. Failure to pay Child Support)

s. *This field should never be blank*
t. *Data Entry Specifications:*
   - Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
   - There should not be any return/new line characters
   - Should be one to two characters in length
   - Should be in all capital letters
u. *Required Export Column Name:*
   - **OFFLVL**

**Disposition** – A two letter variable representing the disposition ruling for the corresponding IC Code referenced in #**20**. (i.e. 33C501204FD000234)
   v. *Options:*
      - *GU* - Guilty
      - *NG* – Not Guilty
   w. *This field should be blank when*
      - When the court has not disposed of the case yet
   x. *Data Entry Specifications:*
      - Should not have quotation (") marks, spaces ( ), commas (,),  hyphens (-) or apostrophes (') or other punctuation
      - There should not be any return/new line characters
      - Should be a two letter entry
      - All letters should be capitalized
   y. *Required Export Column Name:*
      - **DISPRL**

**Received Code** – This two letter variable indicates the type of referral a participant received to his/her current supervision agency. All agency receive codes should be recorded.

z. *Options:*
- *CO* - Courtesy Transfer
  - ➢ A participant is transferred from another legal entity and is being supervised by your agency as a courtesy transfer
- *CT* - Community Transition Program (CTP)
  - ➢ A participant is transferred from the Department of Correction to a community corrections agency given that said participant meets the eligibility criteria's (IC 11-8-1-5.5)
- *DC* - Direct Commitment/Non-Suspendable/Executed Sentence
  - ➢ A participant who is court ordered to be placed into a community corrections agency (IC 35-38-2.6)
- *IN* - Incentive
  - ➢ A participant was placed on the Level Of Supervision as an incentive
- *MS* - Modification of Sentence
  - ➢ Any court modification of sentence
- *OP* – Open Placement
  - ➢ Movement of client due to behavior not court modification of sentence
- *PA* - Probation Violation/Probation Revocation
  - ➢ A participant is revoked if the conditions of probation are violated (IC 35-38-2-3)
- *PR* - Probation
  - ➢ A participant is placed in Community Corrections supervision as a condition of probation (IC 11-13-3-8)
- *PS* - Problem-Solving Court
  - ➢ A court providing a process for immediate and highly structured judicial intervention for eligible individuals including Reentry Court, Community Court, Drug Court, Veterans Court, Mental Health Court, and Domestic Violence Court (IC 33-23-16)
- *PT* - Pretrial
  - ➢ A defendant is released prior to final disposition under specific conditions as ordered by the Court
- *PV* - Parole Violation
  - ➢ A participant violates conditions of the Conditional Parole Release Agreement
- *SC* - Sanction
  - ➢ A participant was placed on the Level Of Supervision as a sanction
- *TR* - Transfer
  - ➢ A participant is transferred from another legal entity (i.e. ICE)

aa. *This field should never be blank:*
- A participant who has never been enrolled in a Level Of Supervision should not appear in this table
- Historical entries for the participant will be entered in this table

bb. *Data Entry Specifications:*
- Should not have quotation (") marks, spaces ( ), commas (,), or apostrophes (') or other punctuation marks
- There should not be any return/new line characters

- Should be two characters in length
- Should be in all capital letters
    cc. *Required Export Column Name:*
- **RECVCD**

**Community Corrections Commitment Start Date** - The date a participant begins physical supervision* by your Community Corrections agency for his/her current commitment/supervision period. If a participant comes back to your agency (due to probation violation or other reason), it is considered a new commitment period and should be tracked separately. This date is formatted as MM/DD/YYYY (i.e. 01/01/2000).
    dd. *This field should never be blank:*
- ***NOTE: Transfer cases should only be reported by accepting agency***
- Historical entries for the participant will be entered in this table
    ee. *Data Entry Specifications:*
- Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
- There should not be any return/new line characters
- Should have a two digit month, a forward slash (/), a two digit day, a forward slash (/), followed by a four digit year
- Should not have a timestamp
    ff. *Required Export Column Name:*
- **CURSTDT**

**Community Corrections Commitment End Date** - The date that a participant is no longer being physically supervised* by your Community Corrections agency. If the participant is released to another Community Corrections agency, Parole, Probation, CTP, or other supervision type, the date of release is the Commitment End Date. This date corresponds with the start date for #**25** and is formatted as MM/DD/YYYY (i.e. 01/01/2001).
    gg. *This field should be blank when:*
- A participant is currently undergoing supervision and has yet to reach a completion status
- ***NOTE: Transfer cases should only be reported by accepting agency***
- Historical entries for the participant will be entered in this table
    hh. *Data Entry Specifications:*
- Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
- There should not be any return/new line characters
- Should have a two digit month, a forward slash (/), a two digit day, a forward slash (/), followed by a four digit year
- Should not have a timestamp
    ii. *Required Export Column Name:*
- **CURENDDT**

**Community Corrections Commitment Completion Type** - A two letter variable defining a participant's type of physical supervision completion. All commitment completion end types should be recorded and corresponds with the commitment start date for #**25**.
    jj. *Options:*
- *AB* - Absconder
  - A participant who fails to report for probation, aftercare supervision, delinquent, or an escapee
- *CC* - Completed

> ➢ A participant reaches the end of a program and is removed from Community Corrections supervision regardless of fee status
- *CT* - Released To CTP
  > ➢ A participant has been released/ordered to CTP
- *DD* - Death
- *NC* - Did not Complete
  > ➢ A participant violates a program rule(s) that leads to the removal of the participant by referring agency (court, officer, correctional official, etc)
- *NX* - New Charge
  > ➢ A participant is arrested for a new criminal offense
- *PB* - Released To Probation
- *RT* - Return
  > ➢ A participant was returned to jail or IDOC
- *SS* – Sentence Stay
  > ➢ ICE, etc
  > ➢ Use this field when a sentence has been stopped but still needs to be open (i.e. Extended hospital stay)
- *TD* - Transfer to Another Legal Entity
  > ➢ This does not include transfers to other Community Corrections agencies or jail (i.e. Federal Government)
- *TI* - Transfer to Inactive
  > ➢ A participant is issued a court ordered stay of time (i.e. hospital stay, jail, transfer to another agency but still needs to complete time a your agency)
- *TC* - Transfer to another Community Corrections Agency
  > ➢ A participant is transferred from another county for courtesy supervision
- *TV* - Technical Violation (i.e. failed drug screen)
  > ➢ A participant violates a technical rule of a Level Of Supervision

kk. *This field should never be blank:*
- A participant is currently undergoing Supervision and has yet to reach an completion status
- Historical entries for the participant will be entered in this table

ll. *Data Entry Specifications:*
- Should not have quotation (") marks, spaces ( ), commas (,), or apostrophes (') or other punctuation marks
- There should not be any return/new line characters
- Should be two characters in length
- Should be in all capital letters

mm.     *Required Export Column Name:*
- **COMPTY**

# SECTION VII: LEVEL OF SUPERVISION INFORMATION

**Level Of Supervision** - A two letter variable specifying the manner in which a participant receives supervision from your Community Corrections agency.  All Levels Of Supervision should be recorded. This two letter variable should be reported as follows:

nn. *Options:*

- *CS* - Community Service Restitution/Work Crew
  - ➢ A participant is required to perform a certain number of hours of community service restitution (CSR) at nonprofit, charitable or governmental organizations as part of the court-ordered conditions of their supervision. Community Service Restitution/work crew is not a sanction
- *CT* - Community Transition Program
  - ➢ Participants who have been sentenced to the Indiana Department of Correction (IDOC) and are near completion of their sentence that is eligible for release to this program.   They must be within 180, 120, 90, or 60 days of completion of their sentence, depending upon the charge class of the offense for which they were convicted, to be considered (IC  11-8-1-5.5)
- *CU* - Community Court
  - ➢ A  Problem Solving Court focused on addressing specific neighborhood or local criminal problems (IC 33-23-16-3)
- *DO* - Day Reporting
  - ➢ A non-residential facility that supervises participants on community corrections. Participant activities are monitored as part of the court-ordered conditions of their supervision
- *DR* - Drug Court
  - ➢ A  Problem Solving Court focused on addressing the substance abuse issues of defendants or juveniles in the criminal justice system (IC 33-23-16-5)
- *DV* - Domestic Violence Court
  - ➢ A  Problem Solving Court focused on the safety of the victim and the defendant's accountability (IC 33-23-16-4)
- *EM* - Electronic Monitoring
  - ➢ A court may order a participant confined to the participant's home for a period of home detention with an electronic monitoring device that has the ability to record or transmit information twenty-four (24) hours each day regarding a participant's presence or absence from the participant's home and precise location (IC 35-38-2.5-3)
    - ⬩ Example: Home Detention, GPS
- *FO* – Forensic Diversion
- *FD* - Family Dependency Drug Court
  - ➢ A  Problem Solving Court focused on supporting families that include a child who has been adjudicated a child in need of services and a parent, guardian, or other household member who has substance abuse problems (IC 33-23-16-6)
- *HO* - Holdover (Juvenile Only)
  - ➢ A short-term holding program for low risk or non-violent juvenile participants or a child in need of care
- *IS* - Intensive Supervision (Juvenile Only)

- > A community-based alternative to confinement/intermediate sanction for first-time serious or violent juvenile participants who are inappropriate for or fail to respond successfully to immediate intervention. The Intensive Supervision of Probationers Program Model is a highly structured, continuously monitored, individualized plan that consists of five phases with decreasing levels of restrictiveness:
  - ◆ Short-term placement in community confinement
  - ◆ Day treatment
  - ◆ Outreach and tracking
  - ◆ Routine supervision
  - ◆ Discharge and follow up
- *JD* - Juvenile Drug Court
- *JP* - Juvenile Problem Solving Court
- *MH* - Mental Health Court
  - > A Problem Solving Court focused on addressing the mental health needs of individuals in the court system (IC 33-23-16-7)
- *ND* - Non-Secure Detention (Juvenile Only)
  - > A juvenile "may" be held in a non-secure detention facility if the judge finds probable cause (a good legal reason) to believe your juvenile has committed a: delinquent act which is a crime if committed by an adult or A status offense and is in need of help the juvenile is not receiving, is unlikely to accept voluntarily and is unlikely to be provided or accepted without the court's involvement and Return of the juvenile to family would be contrary to the juvenile's welfare and harmful to the safety or health of the juvenile or the juvenile has requested to remain in detention and the request is reasonable
- *PB* - Probation
  - > If a participant is being supervised for probation
- *PG* – Program Only No Level Of Supervision
  - > If a participant is participating in a program but does not have a Level Of Supervision
- *PR* - Prevention (Juvenile Only)
  - > Efforts that help prevent a juvenile from entering the juvenile justice system as a delinquent
- *RA* - Residential
  - > A community-based program provided by a Community Corrections agency providing group residence for participants such as a house, work release center, or prerelease center
- *RE* - Reentry Court
  - > A Problem Solving Court focused on the needs of individuals who reenter the community after a period of incarceration and that may provide a range of necessary reintegration services for eligible individual (IC 33-23-16-9)
- *RS* - Rehabilitative Service
  - > A Problem Solving Court focused on the needs of individuals who reenter the community after a period of incarceration and that may provide a range of necessary reintegration services for eligible individual (IC 33-23-16-9.1)
- *VO* - VORP
  - > Victim Offender Reconciliation Program: Bringing victims and offenders together in safe mediation or family group conference setting to permit offenders to take responsibility for his/hers actions (IC 35-40-6)

- *VT* - Veterans Court
  - ➢ A Problem Solving Court focused on addressing the needs of veterans in the court system (IC 33-23-16-10)
- *WJ* - Work Release Located within Jail
  - ➢ Type of supervision in which a participant is being supervised by a Community Corrections agency which allows a participant to leave for the purpose of either finding work or going to work. They must return to the work release facility at the end of the work day

oo. *This field should never be blank:*
- A participant who has never been enrolled in a Level Of Supervision should not appear in this table
- Historical entries for the participant will be entered in this table

pp. *Data Entry Specifications:*
- Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
- There should not be any return/new line characters
- Should be two characters in length
- Should be in all capital letters

qq. *Required Export Column Name:*
- **COMPNAME**

**Level Of Supervision Start Date** - The date a participant started the Level Of Supervision during the commitment period. All Level Of Supervision start dates should be recorded. This date is formatted MM/DD/YYYY (i.e. 01/01/2015).

rr. *This field should never be blank:*
- A participant who has never been enrolled in a Level Of Supervision should not appear in this table
- Historical entries for the participant will be entered in this table

ss. *Data Entry Specifications:*
- Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
- There should not be any return/new line characters
- Should have a two digit month, a forward slash (/), a two digit day, a forward slash (/), followed by a four digit year
- Should not have a timestamp

tt. *Required Export Column Name:*
- **COMPSTDT**

**Level Of Supervision End Date** - The date a participant completed (successfully or not) the Level Of Supervision for their commitment period. All Level Of Supervision end dates should be recorded. This date is formatted MM/DD/YYYY (i.e. 01/01/2015).

uu. *This field should be blank when:*
- A participant is currently undergoing a Level Of Supervision and has yet to reach a completion status

- A participant who has never been enrolled in a Level Of Supervision should not appear in this table
- Historical entries for the participant will be entered in this table

vv. *Data Entry Specifications:*
- Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
- There should not be any return/new line characters
- Should have a two digit month, a forward slash (/), a two digit day, a forward slash (/), followed by a four digit year
- Should not have a timestamp

ww.    *Required Export Column Name:*
- **COMPENDDT**

**Level Of Supervision End Type** - A two letter variable defining a participant's type of Level Of Supervision completion. All Level Of Supervision end types should be recorded.

xx. *Options:*
- *AB* - Absconder
  - ➢ A participant who fails to report for probation, aftercare supervision, delinquent, or an escapee
- *CC* - Completed
  - ➢ A participant reaches the end of a program and is removed from Community Corrections supervision regardless of fee status
- *CT* - Released To CTP
  - ➢ A participant has been released/ordered to CTP
- *DD* - Death
- *NC* - Did not Complete
  - ➢ A participant violates a program rule(s) that leads to the removal of the participant by referring agency (court, officer, correctional official, etc)
- *NX* - New Charge
  - ➢ A participant is arrested for a new criminal offense
- *PB* - Released To Probation
- *RT* - Return
  - ➢ A participant was returned to jail or IDOC
- **SS** – Sentence Stay
  - ➢ ICE, etc
  - ➢ Use this field when a sentence has been stopped but still needs to be open (i.e. Extended hospital stay)
- *TD* - Transfer to Another Legal Entity
  - ➢ This does not include transfers to other Community Corrections agencies or jail (i.e. Federal Government)
- *TI* - Transfer to Inactive
  - ➢ A participant is issued a court ordered stay of time (i.e. hospital stay, jail, transfer to another agency but still needs to complete time a your agency)
- *TC* - Transfer to another Community Corrections Agency

- ➢ A participant is transferred from another county for courtesy supervision
  - • *TV* - Technical Violation (i.e. failed drug screen)
    - ➢ A participant violates a technical rule of a Level Of Supervision
- yy. *This field should never be blank:*
  - • A participant is currently undergoing a Level Of Supervision and has yet to reach an completion status
  - • A participant who has never been enrolled in a Level Of Supervision should not appear in this table
  - • Historical entries for the participant will be entered in this table
- zz. *Data Entry Specifications:*
  - • Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
  - • There should not be any return/new line characters
  - • Should be two characters in length
  - • Should be in all capital letters
- aaa. *Required Export Column Name:*
  - • **COMPENDTY**

**Level Of Supervision Referral Type** - This two letter variable indicates the type of referral a participant received to his/her current supervision agency. All Level Of Supervision referral types should be recorded.

- bbb. *Options:*
  - • *CO* - Courtesy Transfer
    - ➢ A participant is transferred from another legal entity and is being supervised by your agency as a courtesy transfer
  - • *CT* - Community Transition Program (CTP)
    - ➢ A participant is transferred from the Department of Correction to a community corrections agency given that said participant meets the eligibility criteria's (IC  11-8-1-5.5)
  - • *DC* - Direct Commitment/Non-Suspendable/Executed Sentence
    - ➢ A participant who is court ordered to be placed into a community corrections agency (IC 35-38-2.6)
  - • *IN* - Incentive
    - ➢ A participant was placed on the Level Of Supervision as an incentive
  - • *MS* - Modification of Sentence
    - ➢ Any court modification of sentence
  - • *OP* – Open Placement
    - ➢ Movement of client due to behavior not court modification of sentence
  - • *PA* - Probation Violation/Probation Revocation
    - ➢ A participant is revoked if the conditions of probation are violated (IC 35-38-2-3)
  - • *PR* - Probation
    - ➢ A participant is placed in Community Corrections supervision as a condition of probation (IC 11-13-3-8)
  - • *PS* - Problem-Solving Court

> A court providing a process for immediate and highly structured judicial intervention for eligible individuals including Reentry Court, Community Court, Drug Court, Veterans Court, Mental Health Court, and Domestic Violence Court (IC 33-23-16)

- *PT* - Pretrial
  > A defendant is released prior to final disposition under specific conditions as ordered by the Court
- *PV* - Parole Violation
  > A participant violates conditions of the Conditional Parole Release Agreement
- *SC* - Sanction
  > A participant was placed on the Level Of Supervision as a sanction
- *TR* - Transfer
  > A participant is transferred from another legal entity (i.e. ICE)

ccc. *This field should never be blank:*
- A participant who has never been enrolled in a Level Of Supervision should not appear in this table
- Historical entries for the participant will be entered in this table

ddd. *Data Entry Specifications:*
- Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
- There should not be any return/new line characters
- Should be two characters in length
- Should be in all capital letters

eee. *Required Export Column Name:*
- **COMPREFTY**

# SECTION VIII: ASSESSMENT INFORMATION

(*Please note this table only pertains to IRAS/IYAS assessments. Other assessment types should not be reported in the quarterly data report.)

**Administered IRAS/IYAS Assessment Tool Type** - A two letter variable showing the type of assessment last given to the participant. Regardless of agency administered, please list the most recent assessment tool used.

fff. *Options:*

- **CR** - Community Supervision Screening Tool **(IRAS)**
- **CS** - Community Supervision Tool **(IRAS)**
- **PR** - Pretrial **(IRAS)**
- **PT** - Prison Intake **(IRAS)**
- **RE** - Re-entry **(IRAS)**
- **ST** – Static Tool **(IRAS)**
- **DI** - Diversion **(IYAS)**
- **DE** - Detention **(IYAS)**
- **DS** - Disposition Screening Tool **(IYAS)**
- **DP** - Disposition Tool **(IYAS)**
- **JE** - Re-entry **(IYAS)**
- **RD** - Residential **(IYAS)**

ggg. *This field should never be blank:*

- A participant should not appear in this table if an assessment has never been administered
- Historical entries for the participant will be entered in this table

hhh. *Data Entry Specifications:*

- Should not have quotation (") marks, spaces ( ), commas (,), apostrophes ('), or other punctuation marks
- There should not be any return/new line characters
- Should be two characters in length
- Should be in all capital letters

iii. *Required Export Column Name:*

- **ASMTTY**

30. **Assessment Type** - A two letter variable representing the type of duration assessment administered.
    a. *Options:*
        - **IN** - Initial
            - Initial or Intake IRAS/IYAS Score Administered by the agency or a valid assessment from another agency at the beginning of the participant's Most Recent Community Corrections Commitment
        - **RE** - Reassessment
            - IRAS or IYAS Assessment that is completed every 180 days during the participant's Most Recent Community Corrections Commitment
        - **DS** - Discharge
            - IRAS or IYAS Assessment that is completed 30 days before release date of the Most Recent Community Corrections Commitment.
    b. *This field should never be blank:*
        - A participant should not appear in this table if an assessment has never been administered
        - Historical entries for the participant will be entered in this table
    c. *Data Entry Specifications:*
        - Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
        - There should not be any return/new line characters
        - Should be two characters in length
        - Should be in all capital letters
    d. *Required Export Column Name:*
        - **ASMTLTY**


**Assessment Score** - A participant's score on the assessment tool referenced in #**30**.
    e. *This field should never be blank:*
        - A participant should not appear in this table if an assessment has never been administered
        - Historical entries for the participant will be entered in this table
    f. *Data Entry Specifications:*
        - Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
        - There should not be any return/new line characters
        - Should be a numerical value
    g. *Required Export Column Name:*
        - **ASMTSCR**

**Assessment Date** - The date the validated risk assessment tool, referenced in #**30**, was given to a participant formatted as MM/DD/YYYY (i.e. 01/01/2015).

    h. *This field should never be blank:*
- A participant should not appear in this table if an assessment has never been administered
- Historical entries for the participant will be entered in this table

    i. *Data Entry Specifications:*
- Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks except forward slashes (/)
- There should not be any return/new line characters
- Should have a two digit month, a forward slash (/), a two digit day, a forward slash (/), followed by a four digit year
- Should not have a timestamp

    j. *Required Export Column Name:*
- **ASMTDT**

**Assessment Override** - A one letter variable entered when professional judgment took precedence over the referenced risk assessment score in #**30**.

    k. *Options:*
- *Y* - Yes
- *N* - No

    l. *This field should never be blank:*
- A participant should not appear in this table if an assessment has never been administered
- Historical entries for the participant will be entered in this table

    m. *Data Entry Specifications:*
- Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
- There should not be any return/new line characters
- Should be one character in length
- Should be in all capital letters

    n. *Required Export Column Name:*
- **ASMTOVR**

# SECTION IX: TREATMENT INFORMATION

(*Please refer to the program and treatment definitions listed on page 4 of this manual. Only treatment or programs listed in your submitted Program List should be included in this report, do not list Services. If you need to add a program to your program list on file please contact your Program Director and cc Kari Porter)

**Treatment/Program Name** - The official full program name (not provider name, times, or locations) a participant is enrolled in during their commitment periods.  The official program name was submitted with the Program List Report.

    o. *This field should never be blank:*
- Historical entries for the participant will be entered in this table
- If the participant has never been enrolled in a treatment program they should not appear in this table.

    p. *Data Entry Specifications:*
- Should not have quotation (") marks, commas (,),  or apostrophes (') or other punctuation marks
- There should not be any return/new line characters
- Should be in all capital letters

    q. *Required Export Column Name:*
- **TMNTNAME**

**Treatment/Program Attribute –** A two digit entry representing the primary attribute of the program referenced in #**34.**

    r. *Options*
- *01* -  Daily Living Skills
- *02* – Detoxification/Substance Abuse
- *03* – Education Based
- *04* – Employment Skills
- *05* – Evidence Based Cognitive Program
  - *(i.*e. MRT, ART, T4C)
- *06* – Faith
- *07* -  Family
- *08* – Mental Health Treatment/Therapy
- *09* – Support Services
  - (i.e. AA/NA, Tough Love, etc.)
- *10* – Veteran Services
- *11* – Victim Impact/Services

    s. *This field should never be blank:*
- If the participant has never been enrolled in a treatment program they should not appear in this table.

    t. *Data Entry Specifications:*
- Should not have quotation (") marks, commas (,),  or apostrophes (') or other punctuation marks
- There should not be any return/new line characters

- Should be a two digit number
  u. *Required Export Column Name:*
     - **TMNTATT**

**Treatment/Program Begin Date** - The date that the participant began the program referenced in #**34**. This date should be formatted as MM/DD/YYYY (i.e. 01/01/2015).
  v. *This field should never be blank:*
     - Historical entries for the participant will be entered in this table
     - If the participant has never been enrolled in a treatment program they should not appear in this table.
  w. *Data Entry Specifications:*
     - Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
     - There should not be any return/new line characters
     - Should have a two digit month, a forward slash (/), a two digit day, a forward slash (/), followed by a four digit year
     - Should not have a timestamp
  x. *Required Export Column Name:*
     - **TMNTSTDT**

**Treatment/Program End Date** -The date that a participant ended the treatment/program referenced in #**34**. This should be formatted as MM/DD/YYYY (i.e. 01/01/2015).
  y. *This field should be blank when:*
     - Historical entries for the participant will be entered in this table
     - If the participant has never been enrolled in a treatment program they should not appear in this table.
     - If the participant is currently enrolled in the program
  z. *Data Entry Specifications:*
     - Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
     - There should not be any return/new line characters
     - Should have a two digit month, a forward slash (/), a two digit day, a forward slash (/), followed by a four digit year
     - Should not have a timestamp
  aa. *Required Export Column Name:*
     - **TMNTENDDT**

**Treatment/Program End Type** - A two letter variable representing the type of completion status for the corresponding the treatment/program referenced in #**34**.
  bb. *Options:*
     - *AB* - Absconder
       - A participant who fails to report for probation, aftercare supervision, or an escapee, delinquent
     - *BI* - Became Ineligible For Program
       - While in the program, the participant no longer meets the requirements to complete it

- **CC** - Completed
  - A participant reaches the end of a program and is removed from Community Corrections supervision regardless of fee status
- **CR** - Out To Court
  - Program had to be stopped due to the participant being out to court
- **DD** - Death
- **NC** - Did not Complete
  - A participant violates a program rule(s) that leads to the removal of participant by referring agency (court, officer, correctional official, etc)
- **NX** - New Charge
  - A participant is arrested for a new criminal offense
- **PC** - Program Cancelled
  - Program was cancelled before the participant could complete it
- **QU** - Client Quit Program
  - Client started program then discontinued it
- **RE** - Re-Refer At A Later Date
  - Due to circumstances, the participant needed to discontinue the program and should be re-referred at a later date
- **RF** - Client Refused Program
  - The participant was referred to the program but refused to proceed with program
- **RL** - Released
  - The participant was released before they could complete the program
- **TC** - Transfer to another Community Corrections Agency
  - A participant is transferred from another county for courtesy supervision
- **TE** -Transfer
  - A participant is transferred to another legal entity (i.e. ICE)
- **TI** - Transfer to Inactive
  - A participant is issued a court ordered stay of time (i.e. hospital stay, jail, or escape)
- **TM** - Client Was Terminated
  - The participant was removed from the program before completion
- **TR** - Transferred To Another Program
  - The participant was moved to another program before successfully completing the current program
- **TV** - Technical Violation (i.e. failed drug screen)
  - A participant violates a technical rule of a Level Of Supervision

cc. *This field should never be blank:*
- Historical entries for the participant will be entered in this table
- If the participant has never been enrolled in a treatment program they should not appear in this table.

dd. *Data Entry Specifications:*
- Should not have quotation (") marks, spaces ( ), commas (,),  or apostrophes (') or other punctuation marks
- There should not be any return/new line characters

- Should be two characters in length
- Should be in all capital letters

ee. *Required Export Column Name*
- **TMNTENDTY**

# SECTION X: TABLE STRUCTURE

Please remember all tables will have data ranging from as far back as your system can pull to the end of the current Fiscal Year Quarter. Guidelines for naming the tables are located in Section 1 of the Data Collection Resource Manual.

**Table: Participant Information (OI)**

All individuals should be listed in this table even if they do not have an assigned Level Of Supervision.

Columns
- COUNTYCODE
- DOCNUM
- FIRSTNAME
- LASTNAME
- MI
- SSN
- SEX
- GENDER
- RACE
- ETHNICITY
- CITIZEN
- DOB
- VETERAN
- UNSYSID - UNIQUE SYSTEM ID
    - If your system tracks individuals by a system ID code/number please include this number
- KEY – A Unique Key To Identify Individuals across tables
    - This will be a concatenated item consisting of the following fields without spaces or commas:
        - FIRSTNAME
        - LASTNAME
        - DOB
        - SSN
    - Example: If the participant is Bob Smith born 01/01/1964 and has a Social Security Number of 123-456-7891, the KEY field would be
        - BOBSMITH010119641234567891

**Table: Commitment Information (CI)**

Columns
- UNSYSID
- KEY
- RECVCD
- CURSTDT
- CURENDDT
- COMPTY

**Table: Sentence Information (SI)**

Columns
- UNSYSID
- KEY
- OFFIC

- OFFCAUS
- OFFLVL
- DISPRL
- CURSTDT

**Table: Employment Information (EM)**

Only individuals with employment information (current or historical) should appear in this table.

Columns
- UNSYSID
- KEY
- EMPREST
- EMPSTDT
- EMPENDDT
- EMPNAME

**Table: Education Information (ED)**

Columns
- UNSYSID
- KEY
- EDULVL
- EDUDT

**Table: Level Of Supervision Type (CT)**

Only individuals with Level Of Supervision information should appear in this table. If they are enrolled in a treatment/program and do not have a Level Of Supervision they should not be listed.

Columns
- UNSYSID
- KEY
- COMPNAME
- COMPSTDT
- COMPENDDT
- COMPENDTY
- COMPREFTY
- OFFCAUS

**Table: Assessment Information (AS)**

Columns
- UNSYSID
- KEY
- ASMTTY
- ASMTLTY
- ASMTSCR
- ASMTDT
- ASMTOVR

**Table: Treatment/Program Information (TI)**

Columns
- UNSYSID
- KEY

- TMNTNAME
- TMNTATT
- TMNTSTDT
- TMNTENDDT
- TMNTENDTY